

**Archdiocese of San Francisco**  
**Department of Catholic Schools**  
**Job Posting**

**Date:** April 25, 2018

**School Name:** St. Cecilia School San Francisco, CA

**School Address:** 660 Vicente St. San Francisco, CA 94116

**School Background:** St. Cecilia School is a TK-8 coeducational school that serves approximately 600 students with a full-time faculty and staff. St. Cecilia School is a Catholic elementary school dedicated to the religious, academic, social, psychological, cultural, and physical development of each individual. St. Cecilia School provides instruction and opportunities in a Catholic community for students to pray, serve and respect others and to make choices in light of Gospel values. St. Cecilia School was founded by the Holy Name Sisters in the Parkside Neighborhood of San Francisco, California.

**Position Title:** Principal

**Position Type:** Full-time, exempt, benefitted

**Job Description:** General Duties and Responsibilities- The principal provides leadership in the development and direction of an instructional program designed to achieve Archdiocesan and parish objectives. S/he is responsible for the complete operation of the school, including all its approved functions and services. Responsibilities include implementation of Archdiocesan and school advisory council policies

**Requirements/Qualifications:**

1. Be a practicing Roman Catholic in good standing with the Church
2. Hold a valid California Standard Teaching Credential.
3. Have a minimum of five years of experience in teaching and/or in administration with Catholic school experience
4. Have attained one or both of the following: Masters degree in an educational field and/or an California administrative credential\*
5. Be certified as a catechist at the basic level \*\*
6. Have a deep commitment to the Catholic life of the school
7. Have demonstrated expertise in the area of curriculum and technology in the classroom
8. Be adept at inspiring teachers and galvanizing them around the pursuit of educational excellence.
9. Have strong interpersonal skills and be adept at building and maintaining relationships

*\*Principals who are not in possession of both educational qualifications, must complete the requirement within a three year period of time from the date of hire*

*\*\* Principals who are not in possession of basic certification in religion, must have completed the process before they start their position.*

**Application Instructions:** Complete the official application from the Department of Catholic Schools (DCS). Establish a personnel file with the DCS (applicants with existing DCS personnel files are required to create a new file). Attend an introductory/prescreening interview with the Department of Catholic School's Human Resources Manager

Application materials may be downloaded from the official DCS website by clicking on the following link:  
[www.sfarchdiocese.org/employment](http://www.sfarchdiocese.org/employment)

The requested material plus a letter of interest should be returned to:

**Christine Escobar**  
**Human Resources Manager**  
**Department of Catholic Schools**  
**One Peter Yorke Way**  
**San Francisco, CA 94109-6602**

***Completing the application process does not guarantee an interview for a principal position, nor does it assure hiring as a principal in the Archdiocese of San Francisco.***

**SALARY:**

Salary is determined according to Archdiocesan guidelines and is based upon experience as a teacher or administrator and graduate education. Medical, dental and retirement are included as part of the benefit package.

St. Cecilia School adheres to the following policy:

"All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin." (Administrative Handbook #4111.4)